

New Emergency Response Guide

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April 28, 2008

2008 – 2010 Version

- Front page has important phone numbers
- 6 different emergency categories
 - Fire
 - Radiation spill
 - Chemical spill
 - Biological spill
 - Personal injury
 - Earthquake & wildland fires, threats & violence
- Accident/Incident Reporting

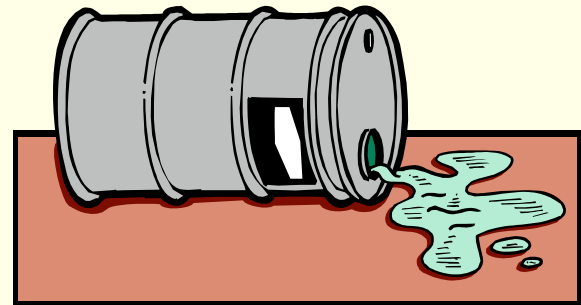


Fires

- Fill in information in guide
 - Assembly area
 - Exit stairwell location
 - Fire extinguisher location
- Be ready to evacuate – maintain access to an exit
- Call 7911
- Do not use elevator
- May use extinguisher if trained

Spills - radiological, chemical, biological

- Fill in information in guide for radiological and biological (if applicable)
 - RCT name & number
 - Bio Safety Officer & spill kit location
- Follow S.W.I.M.S.
 - **S**top
 - **W**arn others
 - **I**solate the area
 - **M**onitor yourself
 - **S**tay in or near area
- Specific cleanup instructions



Personal Injury

- Fill in information in guide
 - Safety Shower location
 - Eyewash location
- Serious injury – call 7911
- Other injuries – inform your supervisor and go to Health Services
 - First aid kit accessible after hours

Earthquake & Wildland Fires Threats & Violence

- Earthquake
 - Duck, cover & hold
 - Evacuate
- Follow directions over PA for wildland fires
- Threats – call 7911
- Suspicious packages or mail
 - Characteristics
 - Do not open
 - Call security
 - Wash hands



Reporting

- Fill in information in guide
 - Assembly area, exit stairwell, fire extinguisher
- Emergency – call 7911
- After emergency or for non-emergency
 - Tell supervisor
 - Call Health Services for injuries or illnesses
- Environmental releases, hazardous conditions, traffic incidents, security incidents – call 6999

Important Source for Information

- Fill in site specific information
- Post new guides in hallways and labs
- Review the guides with new employees
- Periodically review the guides

